

Download Sign Permit Applications at:
building.longviewtexas.gov/permit-applications



SIGN PERMIT APPLICATION

LOCATION / ADDRESS: _____

SIGN CONTRACTOR / OWNER: _____

BUSINESS NAME WHERE SIGN WILL BE LOCATED: _____

ELECTRICAL CONTRACTOR: _____
(IF APPLICABLE)

DESCRIPTION OF WORK: _____

TYPE OF SIGN:	NUMBER OF SIGNS	AREA (SQ. FT.)	ILLUMINATED? (Y/N)	HEIGHT	SETBACK
WALL SIGN	_____	_____	_____	_____	_____
POLE SIGN	_____	_____	_____	_____	_____
MONUMENT SIGN	_____	_____	_____	_____	_____
AWNING SIGN	_____	_____	_____	_____	_____
BALLOON SIGN	_____	_____	_____	_____	_____
CHANGEABLE COPY SIGN	_____	_____	_____	_____	_____
OTHER	_____	_____	_____	_____	_____

Written certification from the sign manufacturer that the light intensity has been factory pre-set not to exceed 5,000 nits when measured from the sign's face at its maximum brightness, during daylight hours and 1,000 nits when measured from the sign's face at its maximum brightness at night must be submitted along with this application.

NOTICE: Plans for wall signs must show the signs affixed to the building. Wall signs may not extend past the top of the parapet wall or roof eave and may not extend more than twelve (12) inches from the wall to which the sign is affixed. Setbacks are measured from the edge of the sign to the property line not the curb!

Please submit two (2) sign renderings and two (2) site plans detailing the sign location along with the permit application. Setbacks are measured from the edge of the sign to the property line not the curb!

JOB COST: _____

I HEREBY AGREE NOT TO ALTER, OR DEViate FROM THE CONSTRUCTION AS SHOWN HEREON WITHOUT WRITTEN APPROVAL FROM THE BUILDING INSPECTION DIVISION OF THE CITY OF LONGVIEW.

SIGNATURE _____ PHONE NUMBER _____

DATE _____ EMAIL _____



Sign Permit Fees

MINIMUM: (UP TO \$1,000) \$ 30.00
(PLUS)

SCALE OF FEES:

(PER \$1,000 OR FRACTION THEREOF)

\$1,001 – 50,000	\$ 5.75
\$50,001 – 100,000	\$ 4.57
\$100,001 – 500,000	\$ 2.91
\$500,001 AND UP	\$ 1.78



Questions about the Sign Ordinance
 Planning and Zoning
 903-237-1072
 410 S. High Street

Submit Sign Permit Applications to:
 Building Inspections
 903-237-1057
 410 S. High Street



City Of Longview
 P.O. Box 1952
 Longview, Texas 75606
www.LongviewTexas.gov

CHANGEABLE COPY SIGNS



Introduction

The purpose of the sign ordinance is to:

- Provide uniform sign regulations for the City of Longview that balance the right of individuals and businesses to identify themselves and convey messages with the right of the public to be protected against the unrestricted proliferation of signs.
- Encourage signs which are well designed; which preserve locally recognized values of community appearance; which protect public investment in, and the character of, public thoroughfares; which aid in the attraction of shoppers and other visitors who are important to the economy of the city; which reduce hazards to motorists and pedestrians traveling on the public roadways; and thereby promote the public health, safety and welfare.

What is a changeable copy sign?

It is a sign or portion of a sign that utilizes changing lights, mechanically rotating elements, or similar form of mechanical or electronic display to form text and/or images. This definition includes without limitation rotating face signs, television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays.

Regulations

- A changeable copy sign shall not be used as an off-premises sign.
- The maximum area of a changeable copy sign shall not exceed 64 square feet, and its measurement is to be included in the total sign allowance for a given site.
- The maximum height of a changeable copy sign shall not exceed 20 feet.
- Changeable copy signs shall not be allowed within any residential zoning district with the exception of changeable copy signs used in conjunction with schools, churches, or public uses; (Institutional Uses).
- All images displayed on changeable copy signs shall not blink, flash, rotate, or behave in any other way that constitutes or implies rapid visual motion.
- All changeable copy sign messages shall have a minimum hold time of 3 seconds between transitions from one sign face to another.
- During transition from one sign face to another, messages may fade in, dissolve, or scroll from one sign face to another or have limited animation, provided that the animation does not violate any portion of these rules or become a distraction to passers-by.
- Changeable copy sign messages may include limited animation provided that the duration of each animation is no more than 6 seconds and that the animation does not violate any portion of these rules or become a distraction to passers-by.
- Signs with a total changeable copy sign area of 10 square feet or less may have continuous scrolling of a single line of message text.
- All changeable copy signs shall be equipped with light sensing devices or a scheduled dimming timer that will automatically dim the intensity of the light emitted by the sign during ambient low-light conditions and at night so that the sign does not exceed the maximum brightness levels allowed in this section.
- Maximum brightness levels for changeable copy signs shall not exceed 5,000 nits when measured from the sign's face at its maximum brightness, during daylight hours and 1,000 nits when measured from the sign's face at its maximum brightness at night.
- Prior to the issuance of a permit for a changeable copy sign, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory pre-set not to exceed the levels specified above.
- All electrical equipment on a newly constructed sign that contains a changeable copy sign shall be UL listed, and labeled.
- All power to a changeable copy sign shall be supplied via underground carrier, inside approved conduit, and shall be installed in accordance with the electrical code.
- When malfunctioning, all changeable copy signs must either be turned off or display a blank screen.